Tamil Nadu e-District

Application Training Manual

Widow Certificate (REV-109)

Revenue Department

राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

Table of Content

Table of Contents

E-DISTRICTTAMIL NADU USER MANUAL
(Government of Tamil Nadu)

1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let's Start!!

2.1.Tools Required

You will be provided with the following basic infrastructure:
- Computer   (CPU, Monitor, Keyboard & Mouse)
- Network Connection   (as per requirement)
- Peripherals   (as per requirement)
- Browser   (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

2.2.Starting your Computer

Steps
1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the ⏻ (power button) on the computer
6. Allow the system to boot up.

✅	1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched ''ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket

❌	4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
💡	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply forWidow Certificatethrough the e-District Portal.

4. Scope

The scope of this document covers the'Widow Certificate' service offered under the **Revenue Department**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/e-District application:

- User must have valid username and password

- Make relevant and correct entries only

- Recheck the entries before clicking on Submit button

- Mandatory fields cannot be left blank

- Mandatory/Optional documents should be attached as per requirement

- Do not make false entries

6. Services Offered under Revenue Department

Following services areoffered under the Revenue Department:

1. REV-101 Community Certificate

2. REV-102 Nativity Certificate

3. REV-103 Income Certificate

4. REV-104 First Graduate Certificate

5. REV-105 Deserted Woman Certificate

6. REV-106 Agricultural Income Certificate

7. REV-107 Family Migration Certificate

8. REV-108 Unemployment Certificate

9. REV-109 Widow Certificate

10. REV-111 Certificate for Loss of Educational Records due to Disaster

11. REV-113 Inter Caste Marriage Certificate

12. REV-114 Legal Heir Certificate

13. REV-115 Other Backward Classes (OBC) Certificate

14. REV-116 Residence Certificate

15. REV-117 Small / Marginal Farmer Certificate

16. REV-118 Solvency Certificate

17. REV-119 No Male Child Certificate

18. REV-120 Unmarried Certificate

19. REV-401 Licence under Pawn Broker Act

20. REV-402 Money Lender's Licence

7. Widow Certificate

Following steps describe how to apply for the Widow Certificatethrough the e-District Portal:

STEP1: Go to the e-Sevai(Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type**field.
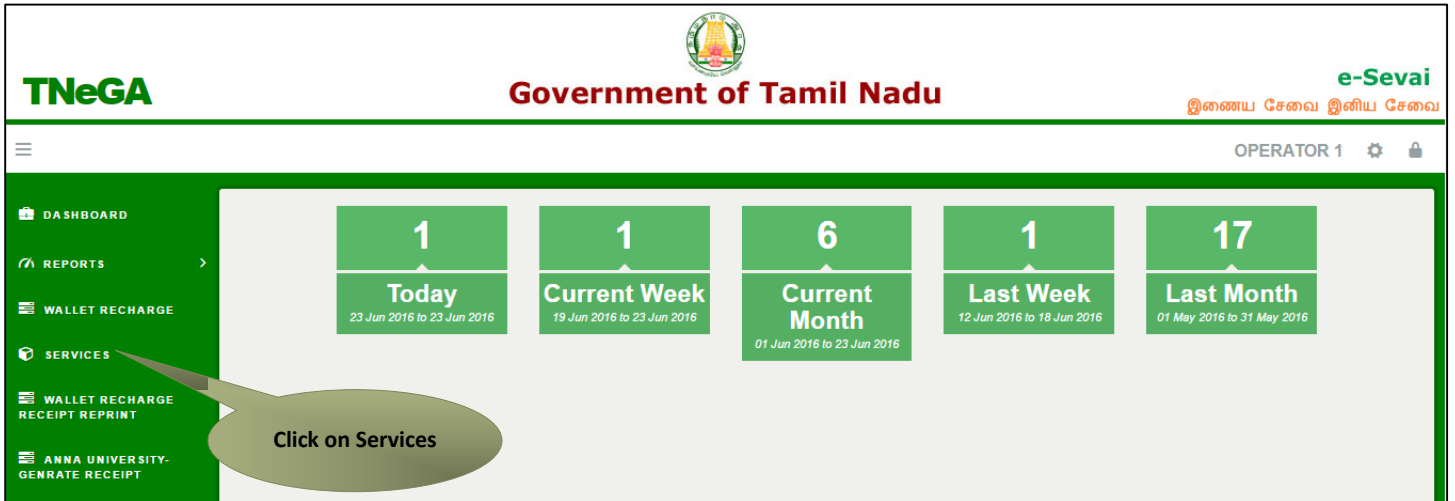
STEP 3: Enter Captcha code.

STEP 4: Click on Login.

e-Sevai Dashboard will appear.

STEP 5: Click on **Services**on the left panel.

Department Wise service listing will appear.

STEP 6: Click on **Revenue Department**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.

STEP 7: Click on**REV-109Widow Certificate**.

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Click on **Proceed** to continue.

Applicant Search form will appear. Search can be performed using the following options:

- Applicants CAN Number
- Applicant Name

- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth
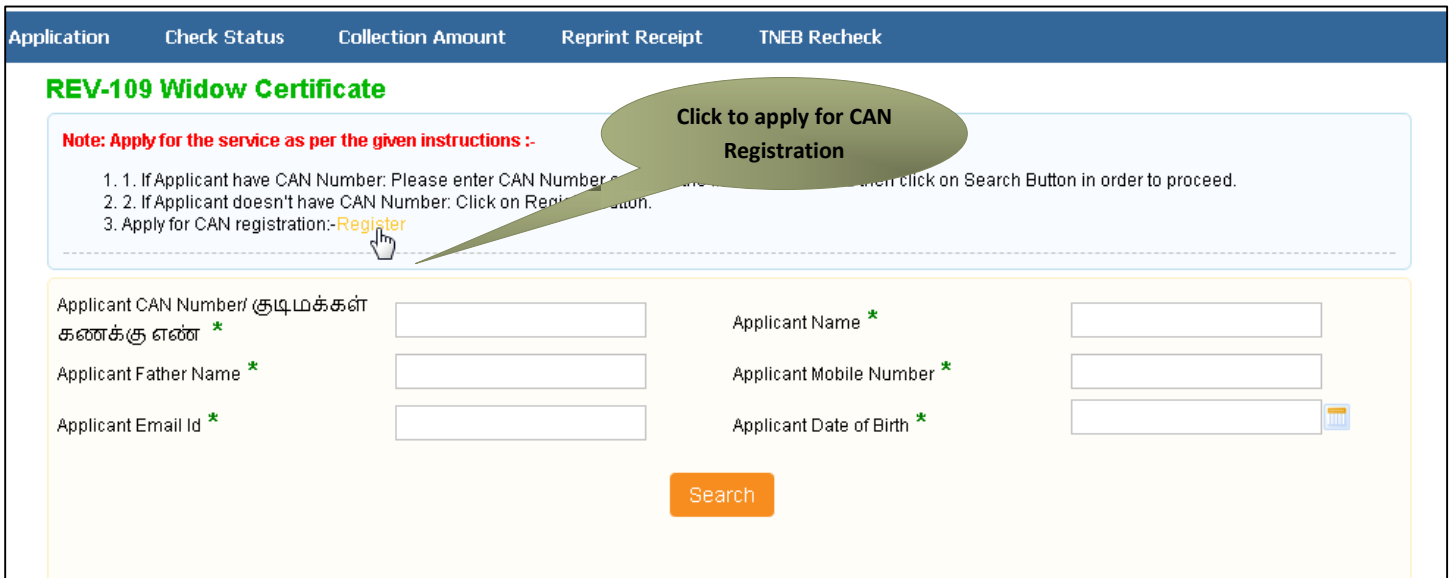
The **green asterisk**signifies that the available search options are **optional** mandatory.

An applicant can apply for the Widow Certificate provided he/she is having a unique CAN number.

If the applicant doesn't have a unique CAN Number, he must register for CAN to access the application form forWidow Certificate.

7.1.Registering for CAN (Citizen Access Number)

STEP 1: Click on the 'Click here' link to apply for CAN Registration.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

REV-109 Widow Certificate

Note: Apply for the service as per the given instructions :-

Click to apply for CAN Registration

1. 1. If Applicant have CAN Number: Please enter CAN Number ⬚⬚⬚⬚ then click on Search Button in order to proceed.
2. 2. If Applicant doesn't have CAN Number: Click on Regi⬚⬚ ⬚ion.
3. Apply for CAN registration :-Register

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *

Applicant Name *

Applicant Father Name *

Applicant Mobile Number *

Applicant Email Id *

Applicant Date of Birth *

Search

The below figure shows the CAN Registration form.

STEP 2: Fill up all mandatory details in the form prescribed format.

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

> Fill up the CAN Registration form

Applicant Detail

Field	Value	Field	Value
Document Type 1 *	Aadhaar Number ▼	Document Type	Please Select ▼
Aadhaar Number *	123402150201		
Appellation *	Smt. / ஸ்ரீமதி ▼		
Applicant Name *	Smitha Iyer	பெயர் *	ஸ்மிதா
Gender / பாலினம் *	Female ▼	Marital Status / திருமண நிலை *	Widow ▼
Date Of Birth / பிறந்த தேதி *	17/05/1973		
Relationship / உறவு *	Husband ▼		
Father/ Husband / Guardian / Mother Name *	R L Iyer	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	ஆர் லையர்
Mother Name *	Kavitha Ramalingam	தாயின் பெயர் *	கவிதா ராமலிங்கம்
Religion / மதம் *	Christian ▼		
Community / சாதி *	BC ▼	Occupation / வேலை *	Non-workers ▼
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

Field	Value	Field	Value
State / மாநிலம்	Tamil Nadu ▼	District / மாவட்டம் *	Perambalur / பெரம்ப ▼
Taluk / வட்டம் *	Perambalur / பெரம்ப ▼	Revenue Village / கிராமம் *	Velur / வேலூர் ▼
Admin Unit / நிர்வாக அலகு	Please Select ▼	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Street No. / Name *	101 Willow Bound Rd	தெரு எண் / பெயர் *	101 வில்லோ பௌன
Block No. / Name		Building / Door / Flat No. *	101
Pin Code / அஞ்சல் எண் *	600001		

If Permanent Address Same As Current Address	☑

Contact Details

Field	Value	Field	Value
Phone / Landline No. With STD Code		Mobile Number / தொலைபேசி எண் *	9654940607
Email Id / மின்னஞ்சல் முகவரி *			

Generate OTP

Bank Details

Field	Value	Field	Value
Bank Name		Account Number	
Branch Name		IFSC Code	

> Click to submit form

Register

You have Successfully verified OTP

STEP 3: Click on **Register** to submit form.

Note: You would be required to generate and verify OTP before submitting the form.

Contact Details

Phone / Landline No. With STD Code

Mobile Number / தொலைபேசி எண் * 9654940607

Email Id / மின்னஞ்சல் முகவரி *

Generate OTP

Enter OTP *

7646

confirm OTP

On successful CAN Registration, the CAN Number will be shown.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

CAN Registration Successful

"Your CAN Number is **1331603011234**", Please click on proceed button to move further.

Proceed

Click to apply for the Certificate

The applicant may now proceed with applying for the Widow Certificate by clicking on the **Proceed** button.

7.2.Applying for Widow Certificate

If the applicant is having a unique CAN Number his/her record will be shown in the search results.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

REV-109 Widow Certificate

Note: Apply for the service as per the given instructions :-

   1. 1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.
   2. 2. If Applicant doesn't have CAN Number: Click on Register button.
   3. Apply for CAN registration:-Register

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் * `1331603011234`   Applicant Name * [ ]

Applicant Father Name * [ ]   Applicant Mobile Number * [ ]

Applicant Email Id * [ ]   Applicant Date of Birth * [ ]

Search   *Search results*

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
⚪	1331603011234	Smitha Iyer	R L Iyer	17-May-1973	9654940607	

Proceed **Edit CAN Detail** **Save As New**

STEP 1: Select the record by clicking on the **option button** against the desired record.

STEP 2: Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the **Edit CAN Detail** button.

The **Save as New** option allows you to save the same CAN Number with different applicant details.

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
⦿	1331603011234	Smitha Iyer	R L Iyer	17-May-1973	9654940607	

Proceed **Edit CAN Detail** **Save As New**

Click to select record

Click to proceed

7.2.1. Filling upWidow Certificate form

SECTION1:Applicant Details

Details of the applicant will appear pre-filled in the form. These details are non-editable.You may need to enter the **Spouse's Name** if it has not been entered while the CAN registration.

Also, enter **Date of Marriage, Date of Death** and **Death Certificate Number**.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Widow Certificate

Applicant Detail

Appellation*	Smt. ▼	
Applicant Name* (to whom certificate is issued)	Smitha Iyer	பெயர் * ஸ்மிதா
Relationship/உறவு *	Husband ▼	தந்தை/கணவர் / * பாதுகாவலர்/ தாயின் பெயர் ஆர் ஐயர்
Father/Husband/ * Guardian/ Mother Name	R L Iyer	கணவரின் பெயர் * ஆர் ஐயர்
Spouse's Name *	R L Iyer	Date of Death / * இறந்த தேதி 17-Jun-2015
Date of Marriage	08-Sep-2010	Religion * Christian ▼
Death Certificate No.*	12541452	
Community /சாதி *	BC ▼	Marital Status /* திருமண நிலை Widow ▼

SECTION 2: Current Address

Applicant's current address details will appear pre-filled in the form. These details are non-editable.

Current Address/தற்போதைய முகவரி

State /மாநிலம் *	TAMIL NADU ▼	District /மாவட்டம் * PERAMBALUR/பெரம்பலூர் ▼
Taluk /வட்டம் *	PERAMBALUR/பெரம்பலூர் ▼	Revenue Village /* கிராமம் VELUR/வேலூர் ▼
Street No. / Name *	101 Willow Bound Rd	தெரு எண் / பெயர் * 101 வில்லோ பௌண்ட் ரோடு
Building / Door / Flat No.*	101	Pin Code /அஞ்சல் எண் * 600001

SECTION 3: Permanent Address

Applicant's permanent address details will appear pre-filled in the form. These details are non-editable.

Permanent Address/நிலையான வீட்டு முகவரி

☑ If same as current address தற்போதைய முகவரி அதே என்றால்

State /மாநிலம் *	Tamil Nadu	District /மாவட்டம் * Perambalur / பெரம்பலூர்
Taluk / வட்டம் *	Perambalur / பெரம்பலூர்	Revenue Village /* கிராமம் Velur / வேலூர்
Street No. / Name*	101 Willow Bound Rd	தெரு எண் / பெயர் * 101 வில்லோ பௌண்ட் ரோடு
Building / Door / Flat No.*	101	Pin Code /அஞ்சல் எண் * 600001

SECTION 4: Contact Details

Applicant's contact details will appear pre-filled in the form. These details are non-editable.

Once the form is filled, click on **Submit** to proceed further.

Contact Details

Phone / Landline No. with STD Code		Mobile Number * 9654940607
Email Id *		

Click to proceed

Submit   Cancel

Next screen will show a list of required documents.

Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the **cross** sign.

Please note that the 'Upload' button will appear once you browse and add a document.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Upload Docs for Application No. TN-1620170922104

List of Documents

1. Photo — Mandatory
2. Ration Card or Address Proof — Mandatory
3. Death Certificate of Husband — Mandatory
4. Marriage Registration certificate/any other documents to prove marriage. — Mandatory
5. Self Declaration of Applicant — Mandatory
6. Other Documents — Optional

Enter document no.

Download Self Declaration Form

Download Self declaration form

Select a document

Select Document *   Self Declaration of Applicant ▼   Document No. *   5

➕ Add...   ▶ Upload

Supported files types : pdf,jpeg,jpg,png
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

Browse and upload document

Uploaded documents

Serial No.	Document Name	Document Number	File Name	Delete
1	Photo	1	Photo_1	✕
2	Ration Card or Address Proof	3	Ration Card or Address Proof_2	✕
3	Death Certificate of Husband	3	Death Certificate of Husband_3	✕
4	Marriage Registration certificate/any other documents to prove marriage.	4	Marriage Registration certificate/any other documents to prove marriage._4	✕

Back

After uploading the documents, click on 'Make Payment'.

Serial No.	Document Name	Document Number	File Name	Delete
1	Photo	1	Photo_1	✕
2	Ration Card or Address Proof	3	Ration Card or Address Proof_2	✕
3	Death Certificate of Husband	3	Death Certificate of Husband_3	✕
4	Marriage Registration certificate/any other documents to prove marriage.	4	Marriage Registration certificate/any other documents to prove marriage._4	✕
5	Self Declaration of Applicant	5	Self Declaration of Applicant_5	✕

Click to make payment

Make Payment   Back

Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on **Confirm Payment**.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Confirm

Application Number	TN-1620170922104
Applicant Name	Smitha Iyer
Date of Application	22-Sep-2017
Service Name	Widow Certificate
Service Charge	60.00
Total	60.00

Click to confirm payment

Confirm payment

Acknowledgement receipt will be shown.

Click on **Print Receipt** to download/print the receipt.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Acknowledgement Receipt

Application Number	TN-1620170922104
Applicant Name	Smitha Iyer
Service Name	REV-109 Widow Certificate
Service Charge	60.00
Total	60.00

Click to print receipt

Print receipt

The below figure shows the preview of the acknowledgement receipt.

ஒப்புகைச்சீட்டு

ரூபாய். 60.00

வருவாய்த் துறையால் வழங்கப்படும் REV-109 விதவை சான்றிதழ் பெறுவதற்காக பெரம்பலூர் மாவட்டம், 101, கொளக்காநத்தம், வேலூர், பெரம்பலூர், பெரம்பலூர், 600001 என்ற நிரந்தர முகவரியை கொண்டவரும், பெரம்பலூர் மாவட்டம், 101, கொளக்காநத்தம், வேலூர், பெரம்பலூர், பெரம்பலூர், 600001 என்ற முகவரியில் தற்போது வசித்து வரும் ஸ்ரீமதி ஸ்மிதா என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 1331603011234 வாயிலாக 22/09/2017 அன்று விண்ணப்ப எண் TN-1620170922104 பெற்றமைக்கான ஒப்புகை வழங்கப்படுகிறது.

இதற்கென மின் மாவட்ட சேவை கட்டணமாக ரூ. 60.00/- (ரூபாய் அறுபது மட்டும்) பெறப்பட்டது.

மையத்தின் அடையாள எண்   null

இசேவைமையபொறுப்பாளரின்

கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கபட்ட விவரங்கள் அனைத்தும் உண்மை எனநான் உறுதி அளிக்கிறேன்.

18004251333

விண்ணப்பதாரரின்

கையொப்பம்

இச்சேவை தொடர்பான புகார் ஏதும் இருப்பின் மேற்கண்ட கட்டணமில்லா தொலைபேசி எண்ணைத் தொடர்புகொள்ளலாம்.

Please Note:

After submission (clicking on the Submit button), the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

💾 Saved Application

	Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status
	TN-1620170922104					
⦿	TN-1620170922104	REV-109 Widow Certificate	Smitha Iyer	22-Sep-2017	Saved	Pending
		«‹‹‹ ‹ › ››››				

Application No. TN-1620170922104

All Mandatory Document not uploaded

[View Application] [Upload Documents]

Submitted applications can be viewed under the **Submitted Application** section.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

☑ Submitted Application

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
	TN-1620170922104					
1	TN-1620170922104	REV-109 Widow Certificate	Smitha Iyer	22-Sep-2017	Check Status	NA
		«‹‹‹ ‹ › ››››				

The current status of an application can be checked from the **Check Status** section.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Check Status

Application Number	TN-1620170922104
From date *	
To date *	
Applicant Name	
District	--Select--

Search

Application Number	TN-1620170922104
Applicant Name	Smitha Iyer
Service Name	REV-109 Widow Certificate
View Application	View Application
Current Status	Application Submitted to VAO(Verifier)
Comment	Submitted

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document
1	Photo	1	Photo_1	View Document
2	Ration Card or Address Proof	3	Ration Card or Address Proof_2	View Document
3	Death Certificate of Husband	3	Death Certificate of Husband_3	View Document
4	Marriage Registration certificate/any other documents to prove marriage.	4	Marriage Registration certificate/any other documents to prove marriage._4	View Document
5	Self Declaration of Applicant	5	Self Declaration of Applicant_5	View Document

Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Reprint Receipt

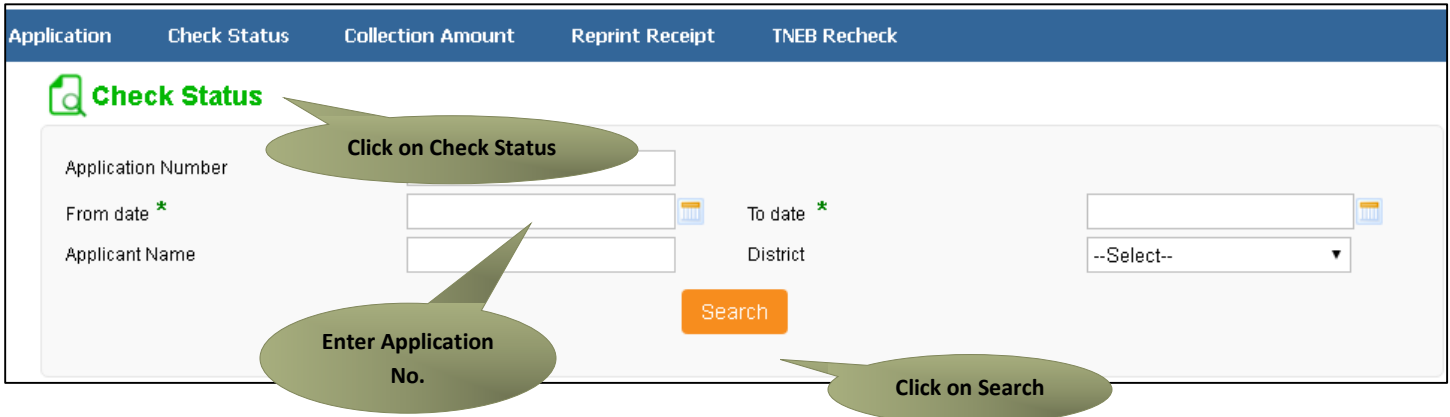| Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Print Receipt
	TN-1620170922104				
1	TN-1620170922104	REV-109 Widow Certificate	Smitha Iyer	22-Sep-2017	Print Receipt

«««« « » »»»»

7.3. Downloading Certificate

Once the application is approved and digitally signed, the Widow Certificate can be downloaded from the **Operator's desk** and handed over to the applicant.

STEP 1: Click on **Check Status**.

STEP 2: Enter **Application Number**.

STEP 3: Click on **Search**.

The application will show up.

STEP 4: Click on **Download certificate** link.

Application Number	TN-1620170922104
Applicant Name	Smitha Iyer
Service Name	REV-109 Widow Certificate
View Application	View Application
Current Status	Application Approved
Comment	Approved.
Certificate	Download certificate

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document
1	Photo	1	Photo_1	View Document
2	Ration Card or Address Proof	3	Ration Card or Address Proof_2	View Document
3	Death Certificate of Husband	3	Death Certificate of Husband_3	View Document
4	Marriage Registration certificate/any other documents to prove marriage.	4	Marriage Registration certificate/any other documents to prove marriage._4	View Document
5	Self Declaration of Applicant	5	Self Declaration of Applicant_5	View Document

The certificate will be downloaded.

The below figure shows the preview of the Widow Certificate.

விதவை சான்றிதழ்

Widow Certificate

சான்றிதழ் எண் / Certificate No: **TN-1620180208101**

நாள் / Date: 08-Feb-2018

திருச்சிராப்பள்ளி மாவட்டம், லால்குடி வட்டம், ஆதிகுடி கிராமம்/நகரம், கதவு எண் 43, 23 தெரு என்ற முகவரியில் வசித்துவரும் **ஸ்ரீமதி பிரபா** என்பவரது கணவர் மாதேஷ் என்பவர் கடந்த 12-Dec-2017 அன்று காலமாகிவிட்டார் என்றும் **ஸ்ரீமதி பிரபா** என்பவர் விதவை எனவும், இவர் நாளது வரை மறுமணம் செய்து கொள்ளவில்லை எனச் சான்றளிக்கப்படுகிறது.

This is to certify that **Smt. Prabha** wife of mathesh residing at Door no 43, 23 Street, Adhikudi Village / Town, Lalgudi Taluk, Thiruchirappalli District is a widow. Her husband mathesh expired on 12-Dec-2017 and She has not remarried till date .

மாவட்டம் /District : Thiruchirappalli

வட்டம் /Taluk : Lalgudi

பதவி /Designation : வட்டாட்சியர் /Tahsildar

குறிப்பு / Remarks :

இச்சான்றிதழ் மின்கையொப்பம் இடப்பட்டதால், கையொப்பம் அல்லது முத்திரை தேவையில்லை / This certificate is digitally signed and does not require any seal or signature.

ஆவண விவரங்களை உறுதி செய்ய:

(அ) **TN-1620180208101** என்ற தனிப்பட்ட சான்றிதழ் எண்ணை **http://tnedistrict.tn.gov. in/eda/VerifyCerti.xhtml** ல் உள்ளீடு செய்து சரிபார்க்கவும்.

(அல்லது)

(ஆ) கைப்பேசி கேமராவின் **2D barcode** படிப்பான் மூலம் இணையதளத்தில் சரிபார்க்கவும்.

Genuineness of the certificate can be verified by.

(a) Keying in the unique certificate number TN-1620180208101 in the URL http://tnedistrict.tn.gov. in/eda/VerifyCerti.xhtml.

(or)

(b) Reading the 2D barcode with mobile barcode reader and verify through online.

இச்சான்றிதழ் **08-Feb-2018** அன்று **13:22:02** நேரத்தில் அச்சடிக்கப்பட்டது.

The Certificate was printed on 08-Feb-2018 at 13:22:02.

8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.